

August 21, 2009

RFP 132-06-09, Attorney General - Tacoma

RESPONSES TO QUESTIONS

Q. Who will be on the decision making panel?

A. Two Real Estate Services staff and two Attorney General staff will make up the voting members of the evaluation team.

Q. Does the standard lease form, *Appendix A*, need to be completed and attached to the proposal?

A. No.

Q. Is the information supplied or filled out by the building rep on the *Lease Proposal Form* sufficient or does a separate list with planned improvements need to be included in proposal package?

A. Completing the *Lease Proposal Form* is required but if proposers wish to provide supporting documentation it could be helpful in the scoring process.

Q. If so, is a cost sheet needed or are plans developed and defined after selection?

A. A cost sheet is not necessary. Proposers should calculate costs into their proposed lease rate using the *Leased Space Requirements – July 2005 Edition (LSRs)* to determine the proposer's cost responsibilities. Any work or materials in excess of what is required by the LSRs will be negotiated as Additional Tenant Improvements.

Q. What are the AG's estimated moving cost(s)?

A. \$20,500 as assumed and included in the budget request package. **NOTE:** These costs are estimated and cannot be accurately calculated until after the final location selection and these costs are not considered in the scoring.

Q. (1.) What are the AG's estimated IT cost(s)
and
(2.) is Landlord expected to pay or build-out infrastructure?

A. (1.) Wiring costs are \$35,000 as assumed and included in the budget request package. **NOTE:** These costs are estimated and cannot be accurately calculated until after the final location selection and these costs are not considered in the scoring.

(2.) With the exception of those costs outlined in Sections A4 and A5 of the LSRs (quantities based on units-per-square-foot) proposers are responsible for providing IT services

to the Main Distribution Facility. Lessee shall be responsible for IT costs beyond the Main Distribution Facility.

Q. Should the proposal be based on the landlord providing ALL of the building elements described in the design criteria of the Leased Space Requirements or just those specifically referenced in the RFP?

A. All proposals must be based on use of the *2005 Leased Space Requirements – July 2005 Edition* document in its entirety.